

|   |                        |              |        |
|---|------------------------|--------------|--------|
|                          | <b>Effective Date:</b> | 09-12-2011   |        |
|   | <b>Policy #:</b>       | G-25         |        |
|   | <b>Supersedes:</b>     | 2003         |        |
| <b>Subject:</b><br><b>Membership in State, National, and International Associations and Organizations</b> |                        | <b>Page:</b> | 1 of 2 |

## **PURPOSE**

The Department of Licensing and Regulatory Affairs (LARA) serves a variety of customers, oftentimes requiring membership in external associations or organizations. This policy provides for consistent procedures throughout the department.

## **POLICY**

Membership dues in associations or organizations will be approved for those organizations directly affecting the department's criteria for approval listed below.

Memberships will be authorized only after review and approval by Finance and Administrative Services Team (FAST), the assigned Deputy Director, and the State Budget Director.

If a membership is required to perform the duties of a program, complete a [Membership Dues Approval Request](#) and submit to FAST.

Approval of a membership must meet one or more of the following criteria:

- The financial benefit of the membership/dues to the state outweighs the cost of the membership.
- The membership/dues has the potential to generate federal or other non-state funds for use by the State of Michigan.
- The membership/dues is mandated by law, required by Civil Service job classification, or required by collective bargaining agreement.
- The membership/dues is necessary to protect the health, safety, defense, or well-being of Michigan residents and visitors.

|   |                        |              |             |
|---|------------------------|--------------|-------------|
|                          | <b>Effective Date:</b> |              | 09-12-2011  |
|   | <b>Policy #:</b>       |              | G-25        |
|   | <b>Supersedes:</b>     |              | <b>2003</b> |
| <b>Subject:</b><br><b>Membership in State, National, and International Associations and Organizations</b> |                        | <b>Page:</b> | 2 of 2      |

### **IF APPROVED**

Membership may be paid via either the Procurement Card or Direct Voucher entry in MAIN, referencing the appropriate approval information on the payment document.

If you have any questions regarding direct voucher payment of membership dues, please contact FAST Accounts Payable. If payment is being made with the procurement card, contact FAST Procurement Services.